

INFORMATION SYSTEMS COMMITTEE MEETING MINUTES
November 13, 2018

The Information Systems Committee meeting was called to order by Chairperson, Amy Michael at 5:37 P.M. Present were: Rob Kairis, Andrew Kluge, Matt Harper, Bruce Ribelin, Paul Moskun and Joe Bica. Also attending the meeting were Mayor Frank Seman; Finance Director, Kim Cecora; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Park & Recreation Director, Judy Watkins; Police Chief Jeff Wallis; Fire Chief, Geoff Cleveland.

Ms. Michael stated that the only item on the agenda is the website update. Stated that the committee talked to four design companies. The first company was Tri-Ad. They gave a great presentation, however they are very expensive for what the city is looking at. The next company was Spectrum and again they were at the higher end. Met with an individual who has his own business. He was in the middle of the range as far as pricing goes. The last company is ADVAN Design. They were the most affordable. Ms. Michael discussed about using the website as an economic development tool, a marketing tool and an information tool for the residents. Most important thing now is to get this website up and running. Stated that ADVAN seemed to as far as hosting the network, the whole package financially, is within the guidelines given them. Ms. Michael stated that she is trying to be proactive to get this done.

Mr. Kairis stated that ADVAN made the most sense financially. Stated that they are well established. They were the only one to give a formal proposal. Stated that the only on-going cost with ADVAN would be hosting or any other customized things the city wants done.

Ms. Michael stated that after the city goes beyond what is allotted it is \$95.00 per hour. Stated that there is a lot of flexibility in what the city would pay every month.

Mr. Kairis stated that ADVAN felt that they could get things done by the end of the year.

Ms. Michael stated that the cost would be \$4,100.00. Mr. Kluge stated that this is less than half of what the other companies proposed.

Mr. Bica asked if they have references and if they worked for any other municipalities.

Ms. Michael stated that they have.

Mr. Kluge stated that the website needs to be easy to navigate, easy to find and easy to edit for everybody in the administration.

Mr. Finney asked if there would be a contract with this company to maintain for a year.

Ms. Michael stated that they don't need to. The committee thought this company made the most sense. Stated that the company stated that the city could stay with them or walk away from them.

Mr. Kairis stated that there is a monthly cost for hosting and they also offer support.

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Ms. Michael stated that they recommend ADVAN and are asking to appropriate \$5,000.00 to get this moving forward.

Mr. Cecora asked if they would be a third party with IT. Ms. Michael stated that they would. They have a good working relationship with Quality IT.

There being no questions or comments, it was decided by those present that the issue would be referred to Committee of the Whole for further action.

There being no further discussion, the meeting adjourned at 5:50 PM.

ATTEST:

Clerk of Council

Amy Michael, Chairperson
Information Systems Committee